

METER MECHANIC

PURPOSE: To perform work to repair, install, and test commercial and industrial gas meters, regulators, reliefs, water meters, and to repair gas detection equipment.

FUNCTIONAL AREAS

1. Perform work to repair, install, and test commercial and industrial gas meters, regulator, reliefs, water meters, and to repair gas detection equipment.
 - * A. Select proper temperature compensating units and install proper gearing and O-rings in gas meters.
 - * B. Perform work to install and test diaphragms, orifices, springs and pilots of regulators and reliefs.
 - * C. Perform work to rebuild and test gas reliefs.
 - * D. Perform work to install diaphragms, springs, and set pressure in gas reliefs.
 - * E. Perform work to install and maintain electronic counter for measuring gas and water usage.
 - * F. Perform work to cut, fit, thread, and tap pipes and set gas pressure at work site.
 - * G. Maintain and test rotary gas meters by oiling, differential testing, and install temperature compensated units, and O-rings.
 - * H. Inspect gas meters for correct installation of piping, orifice sizes, pressure regulator and relief sizes.
 - * I. Perform work to rebuild water meters and select proper chamber, impellers, gearing, and indexes.
 - * J. Test water meters at work site and replace worn parts.
 - * K. Repair, maintain, and calibrate carbon monoxide, oxygen, and hydrogen sulfide meters and other gas detection device such as, combustible gas indicators.
 - * L. Select proper sensors, filters and calibrate with correct percentage of gas or carbon monoxide and hydrogen sulfide for gas detection devices.
2. Perform related work as necessary.
 - * A. Respond, evaluate, and act in accordance with established department and City policies and procedures to ensure the safety of self, property, and the public.
 - * B. Perform duties related to property maintenance, such as moving and storing inventory.
 - * C. Operate service vehicle.
 - * D. Train personnel in correct and safe methods and procedures necessary to accomplish their assigned work.
 - * E. Prepare and maintain records and reports.
 - * F. Attend required training sessions.
 - * G. Perform water and gas service work
 - * H. Investigate and process customer complaints and provide courteous service.
 - * I. Perform other related duties as assigned.

JOB REQUIREMENTS

1. Education and Experience

- ** A. Two (2) years' experience as a Utility Service Journeyperson with the City of Duluth.

2. License Requirement

- ** A. Possession of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.

3. Knowledge Requirements

- ** A. Knowledge of the principles, methods, equipment, and materials used in the repair of gas meters, regulators, reliefs, and water meters.
- ** B. Knowledge of the principles of electricity and the methods of repairing electrical systems as they apply to remote instrumentation.
- ** C. Knowledge of applicable safety precautions and safe work methods.
- ** D. Knowledge of applicable State and City codes for plumbing.
- ** E. Knowledge of gas leak detection.
- ** F. Knowledge of gas-fired equipment including electrical systems.
- ** G. Knowledge of parts and equipment used in gas and water utility work.
- ** H. Knowledge of plumbing used in the installation and repair of water and gas service lines.
- ** I. Knowledge of OSHA, MNOPS, and AWWA regulations.
- ** J. Knowledge of computers used in telemetric monitoring and repair.

4. Skill Requirement

- ** A. Skill in diagnosing and repairing gas meters, regulators, reliefs, water meters, gas detection equipment, and automatic meter reading devices.
- ** B. Skill in using hand and power tools.

5. Ability Requirements

- ** A. Ability to read and understand factory specifications related to gas meters, regulators, reliefs, testing equipment, and water meters.
- ** B. Ability to read schematic drawings.
- ** C. Ability to diagnose electrical and mechanical malfunctions.
- ** D. Ability to plan and coordinate projects and work activities.
- ** E. Ability to train employees.
- ** F. Ability to develop and maintain effective working relationships with co-workers and the public.
- ** G. Ability to make air tests and flow tests on gas services.
- ** H. Ability to install and connect gas appliances.
- ** I. Ability to work outside year-round.
- ** J. Ability to work from ladders and scaffolds.

- ** K. Ability to work in confined spaces in compliance with OSHA regulations.
- ** L. Ability to lift, carry with assistance and position equipment weighing up to 100 pounds, such as gas meters.
- ** M. Ability to attend work on a regular basis.
- ** N. Ability to frequently kneel and stoop when working on equipment.
- * Essential functions of the job.
- ** Job requirements necessary on the first day of employment.

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